

Optimizing Pre-Construction Meetings



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Pre-Construction Meetings



- A time to discuss project specifics and make sure everyone involved is on the **SAME PAGE**.
- Topics:
 - Sequence of construction, completion dates, etc.
 - Responsibilities – contractor, subcontractors, locality, VDOT
 - Civil Rights
 - Permits, legal issues
 - Unusual conditions, special requirements/procedures
 - Utility coordination
 - Materials & Inspection
 - Safety – MOT
 - Communication

A complete list of topics can be found in the LAP Manual 13.1-C

MATERIALS



C-25 Source of Materials



- Due before work starts in digital form – a minimum of 7 days before work begins
- Must list ALL material sources
- Must be updated if new source used
- Must include incidental stone source
- Must include curing compound & liquid asphalt source
- Must include incidental rebar/reinforced steel source
- Must include Mix Design Numbers for stone & concrete if applicable
- Will be reviewed by Owner & VDOT and returned with any further instructions

Materials Documentation



- Pick Tickets/Invoices are acceptable and must be signed legibly
- Make sure the project name/number is on the ticket
- Green Tags must be given for ALL seed
- Some tickets will require a certification stamp
- Some materials need cut sheets and manufacturers certification
- Stone & asphalt will require TL102A's along with tickets – if they are incorrect, contact the producer and have them correct and resend
- Concrete tickets will require a TL28 form along with the tickets. The mix design number should be on it.

Materials Documentation Cont.



- Make sure materials are from an approved C25 source
- Form C85 Pavement Marking must be filled out completely and signed for paint and thermo, must include glass beads
- The City **WILL NOT PAY** for anything that does not have documentation (this includes, but is not limited to: test reports, LT#'s, ship tickets with QA stamp, etc.)

Local Tracking Number



- Local Tracking Numbers (LT#) are provided by the locality and are for items that are not on the approved lists and for certain items listed in the LAP Manual. For example – Anchor bolts, DI water main, fire hydrant, handrail, light poles, sewer pipe, sign panel, steel encasement pipe, steel piles – a list is located in Ch. 13.2-D of the LAP Manual.
- LT#'s require a combination of the following to be submitted for approval: mill reports, certifications, catalog cut sheets, etc. Contractors will be directed on what is required for each item on the C-25 form.

Use of Domestic Material



“Buy America” provision Section 635.410(b) of Title 23 CFR – all iron and steel products to be permanently incorporated for use on federal aid projects shall be produced in the United States of America.

Certificate of Compliance – due prior to final payment and states that ALL iron/steel products supplied to the project except as may be permitted (one-tenth of one percent of the total contract cost or \$2,500, whichever is greater) satisfies the domestic requirements.

Resources



- **VDOT Approved Lists**
http://www.virginiadot.org/business/resources/Materials/Approved_Lists.pdf
- **VDOT Traffic Approved Lists**
<http://www.virginiadot.org/business/trafficeng-productlists.asp>
- **VDOT Forms** <http://vdotforms.vdot.virginia.gov/>
- **LAP Manual – CH. 13**
http://www.virginiadot.org/business/locally_administered_projects_manual.asp

Civil Rights



Payroll



- Only one week per payroll
- Contractor & Subcontractors must use the Predetermined Davis Bacon Wage Rates specified in the contract
- Payroll due no later than 2 weeks after pay period with compliance statement
- Prime needs to check all subcontractor payrolls prior to submittal to the City
- Form C56 (WH348) Statement of Compliance – must be with all payrolls
- “OTHER” deductions – need to check 4a on the Statement of Compliance sheet and put what they are for in part 4c

Other Forms



- C57 Total Project Employment – due the first 3 months contractor and subcontractor is on job and annually by Aug. 15 for the month of July
- C64 EEO Information & EEO Minutes – due before work starts and then every 6 months
- C31 Sublet Agreement – due before work starts
- Subcontracts – due before work starts (all subs)
- C28 Hourly Wage Rates – due prior to second pay estimate, then every 90 days
- EEO Posters – Make sure all the proper posters are posted where all employees can see them.

DBE Required Forms



- DBE Subcontract & C31 - due w/in 14 days of executed contract
- DBE Narrative – due within 30 days after NTP and prior to 1st pay estimate – at least a paragraph
- C63 DBE Payment Compliance – due five days after the quarter ends: Jan. 5, April 5, July 5 and Oct. 5
- DBE Liaison – due before job starts

DBE as the PRIME



- DBE Subcontract: this will be the executed agreement between locality and DBE
- DBE Narrative: this needs to be a detailed schedule
- C63 DBE Payment Compliance: due at the end of the project showing total profit
- DBE Liaison: not needed

DBE – During the Contract

City Modified Special Provision 107.15



- If a DBE, through no fault of the Contractor, is unable/unwilling to fulfill the agreement; the Contractor shall notify the City immediately.
- If the Contractor needs to change the items of work the DBE performs, it shall be done in writing and approved by the Project Manager before work is performed. Contractor shall update forms: C31, C111, C112 and provide an addendum to subcontract.
- If the Contractor fails to meet the required DBE participation goal, the Contractor may be enjoined from bidding as a prime, or participating as a subcontractor on VDOT or City projects for a period of 90 days.

DBE – Commercially Useful Function (CUF)

City Modified Special Provision 107.15



- CUF is when the DBE is solely responsible for their part of the contract work and actually performs, manages and supervises the work.
- DBE must be responsible for obtaining materials, equipment and installing materials.
- DBE must use their own forces to perform the work.
- Contractor must ensure that all the work is performed and supervised by the DBE.
- The City is under no obligation to warn the Contractor that a DBE's participation will not count towards the goal.

Resources



- **LAP Manual – Ch. 17 Civil Rights**
http://www.virginiadot.org/business/locally_administered_projects_manual.asp
- **Department of Labor**
www.dol.gov
- **Davis Bacon Field Handbook**
http://www.dol.gov/whd/FOH/FOH_Ch15.pdf
- **FHWA Civil Rights Resource Center**
<http://www.fhwa.dot.gov/resourcecenter/teams/civilrights/publications.cfm>

Testing



- The LAP Manual has a chart detailing the items that need to be tested, the frequency of testing, and who is responsible for testing.
- The City of Harrisonburg uses this chart.
- Make sure you always keep VDOT updated on the project status so they can perform any needed testing.
- Good Practice – keep a spreadsheet of tests performed.